

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Meals & Accommodations - Winnipeg	
Solicitation No. - N° de l'invitation H3551-132642/A	Date 2014-02-10
Client Reference No. - N° de référence du client HC	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-202-8897	
File No. - N° de dossier WPG-3-36169 (202)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-02-26	
Time Zone Fuseau horaire Central Standard Time CST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tetrault, Renata	Buyer Id - Id de l'acheteur wpg206
Telephone No. - N° de téléphone (204) 228-9032 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF HEALTH Regional Director MSB Man Reg Suite 300-391 York Ave WINNIPEG Manitoba R3C4W1 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

MEALS AND ACCOMMODATIONS, WINNIPEG, MANITOBA

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity – Certification, the Insurance Requirements, and the Task Authorization Form, the Task Authorization Usage Report, and the Evaluation Criteria.

2. Summary

To provide, on behalf of Health Canada (HC), First Nations and Inuit Health Branch (FNIHB), meals, accommodations and associated services to authorized First Nations and Inuit people (collectively referred to as "Clients") temporarily in Winnipeg, Manitoba for medical attention, on an "as and when requested basis." Previous usage indicates that approximately 150 beds are necessary in any given 24-hour period. The services are to be provided during the contract period from Contract award to March 31, 2017, with Canada retaining the irrevocable option to extend the period for two (2) additional consecutive one (1) year periods.

The Bidder's Boarding Home facility (the "facility") MUST comply with FNIHB's facility standards for accommodations included in Annex A Statement of Work.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

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The requirement is limited to Canadian goods and/or services.

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business.

This procurement is set aside from the international trade agreements under the provision each has for set asides for small and minority businesses.

Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement.

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the Annex named Federal Contractors Program for Employment Equity - Certification.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

6. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical and Managerial (three (3) hard copies)
- Section II: Financial Bid (one (1) hard copy)
- Section III: Certifications (one (1) hard copy)
- Section IV: Additional Information (one (1) hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical and Managerial Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, managerial, facility assessment and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical and Managerial Evaluation

1.1.1. Mandatory Technical and Managerial Criteria

Mandatory technical and managerial evaluation criteria are included in Annex H, Evaluation Criteria.

1.1.2. Point Rated Technical and Managerial Criteria

Point rated technical and managerial evaluation criteria are included in Annex H, Evaluation Criteria.

1.1.3 Facility Assessment

If the Bidder has been successful in the Point Rated Technical and Managerial Evaluation, representatives of Canada will conduct an assessment of the Bidder's facilities to confirm the facilities meet the mandatory criteria and accurately reflect the bidder's proposal. The Bidder agrees to make its facilities available for this Assessment.

1.2 Financial Evaluation

Refer to Annex B - Basis of Payment.

- 1.2.1 SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

2. Basis of Selection

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 70 percent overall of the points for the point rated technical evaluation criteria which are subject to point rating; and
 - d. not exceed 25% of the financial evaluation threshold of all responsive bids.
- 2. Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.
- 3. Canada has a requirement to meet up to a 150 beds on a daily basis. The requirement may be met by awarding multiple contracts as follows:
 - 3.1 Contract #001 will be awarded to the bidder with the lowest Total Evaluated Rate for the bidder's total beds available up to 150. If additional beds are needed to meet the 150 bed requirement, then:
 - 3.1 Contract #002 will be awarded to the bidder with the second lowest Total Evaluated Rate for the balance of beds required to meet the 150 bed requirement.
 - 3.2 This process will continue to the next lowest bidder until the 150 bed requirement is met.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

2. Additional Certifications Precedent to Contract Award and Certifications Required with the Bid

Bidders must submit the certifications as provided below:

2.1 Additional Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

2.1.1 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4, Requirements for the Set-aside Program for Aboriginal Business, of the *Supply Manual*.
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned Annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned Annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned Annex.
3. **The Bidder must check the applicable box below:**
 - i. The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

 - ii. The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. **The Bidder must check the applicable box below:**
 - i. The Aboriginal business has fewer than six full-time employees.

OR

 - ii. The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

2.2 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (insert "an owner" and/or "a full-time employee") of _____ (insert name of business), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

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Printed name of owner and/or employee

Signature of owner and/or employee

3. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid-non responsive.

3.1 Canadian Content Certification

3.1.1. *SACC Manual* clause A3050T (2010-01-11) Canadian Content Definition.

3.1.2 This procurement is limited to Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause A3050T. For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the *Supply Manual*.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1.1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7- Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

2. Financial Capability

Manual SACC clause A9033T (2012-07-16) Financial Capability

3. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Part 7, Article 12 and Annex E.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A"

1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

As more than one contract has been awarded for this requirement, a request for service will be based on the order of ranking at article 1.1.3 and on individual requirements, including availability and/or location. If no contractor can perform the request, Canada reserves the right to obtain the required Work by other means.

Medical Transportation Policy Framework (2005) - Reference Section 9 – Meals and Accommodation:

"Where the trip includes an overnight or extended stay away from the client's residence, the most efficient and economical type of accommodation will be chosen, taking into consideration the client's health condition, location of accommodation and travel requirements to access medically required health services."

Task Authorization Process:

1. The Project Authority will request services using the "Task Authorization" form specified in Annex F.
2. The Task Authorization (TA) will contain a schedule indicating start and end dates for services in accordance with Annex A, Statement of Work, and Annex B, Basis of Payment.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$200,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.

1.1.3 Task Authorization - Order of Ranking

TO BE DETERMINED AT CONTRACT AWARD) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number: H3551-132642/A.

The Contractors' order of ranking is as follows:

Ranked first: TO BE DETERMINED AT CONTRACT AWARD

Ranked second: TO BE DETERMINED AT CONTRACT AWARD

Ranked third: TO BE DETERMINED AT CONTRACT AWARD

Ranked fourth: TO BE DETERMINED AT CONTRACT AWARD

1.1.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause, "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10% of the Maximum Contract Value.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.1.5 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted in accordance with the schedule below to the Contracting Authority.

The reporting periods are defined as follows:

1st period: January 1 to April 30

2nd period: May 1 to August 31

3rd period: September 1 to December 31

The data must be submitted to the Contracting Authority no later than thirty (30) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain: the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Supplemental General Conditions

4008 (2008-12-12), Personal Information, apply to and form part of the Contract.

3. Security Requirement

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

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4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2017 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Tammy Kozak
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100 - 167 Lombard Avenue
Winnipeg, Manitoba
R3C 2Z1

Telephone: 204-984-8825
Facsimile: 204-983-7796
E-mail address: tammy.kozak@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

TO BE DETERMINED AT CONTRACT AWARD

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the

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Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Name: _____
Title: _____
Company: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ TO BE DETERMINED AT CONTRACT AWARD _____. Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
a. when it is 75 percent committed, or
b. four (4) months before the contract expiry date, or

c.as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

7.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

8. Invoicing Instructions

8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

8.2 Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8.3 Each invoice must:

- a. Indicate billing period covered;
- b. Supplier GST #;
- c. Include legal company name
- d. Must indicate the contract number
- e. Include all required backup. Contractor must attach the Month End Report and the Task Authorization for the applicable billing period.

An example is included as Appendix A3 – Month End Invoice.

9. Certifications

9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

9.3 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification
A3000C (2011-05-16), Aboriginal Business Certification

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4008 (2008-12-12);
- (c) the general conditions 2035 (2013-06-27), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Federal Contractors Program for Employment Equity – Certification;
- (h) Annex E, Insurance Requirements;
- (i) Annex F, Form PWGSC-TPSGC 572 Task Authorization.
- (j) the Contractor's bid dated TO BE DETERMINED AT CONTRACT AWARD,

12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex E. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A"**STATEMENT OF WORK****MEALS AND ACCOMODATIONS - WINNIPEG, MB****1. Background**

The Non-Insured Health Benefits (NIHB) Program provides a limited range of medically necessary health-related goods and services not provided through other private or provincial/territorial health insurance plans to authorized First Nations and Inuit people (collectively referred to as "Clients").

The NIHB Medical Transportation Policy Framework (website: <http://www.hc-sc.gc.ca/fniah-spnia/nihb-ssna/benefit-prestatiion/medtransport/index-eng.php>) defines the policies and benefits under which the NIHB Program will fund eligible registered First Nations and recognized Inuit (Clients) with access to medically required health services not provided on the reserve or in the community of residence.

Medical transportation benefits may include assistance with meals and accommodation when these expenses are incurred while in transit for approved transportation to access medically required health services.

2. Objective

To provide meals and accommodations for approved Clients and, if applicable, an escort while attending medical appointments in Winnipeg, Manitoba.

3. Scope of Work

The Contractor will provide, on behalf of Health Canada, First Nations and Inuit Health Branch (FNIHB), Non-Insured Health Benefits (NIHB) meals, accommodations and associated services to Clients and, if applicable, an escort temporarily in Winnipeg for medical attention on an "as and when requested basis" and in accordance with the terms and conditions and prices which are identified herein. Approval for client and escort meals and accommodations will be provided by the NIHB Transportation Referral Unit (TRU)/After Hours Referral Unit.

NIHB estimates a need for meals and accommodations for approximately 150 Clients per 24 hour period.

The client and, if applicable, escort's stay is based on a 24 hour period (ex. if check in time is 20:00, check out time will be 20:00 the next day). The period commences at the time the client checks in, which can occur at any time.

3.1 Client Categories

Infant – Under 2 Years

Child – 2-9 Years

Adult – 10 Years & Over

Escort - 18 Years & Over - The Escort should be a discounted rate as they will be the second person in the room.

4. NIHB's Transportation Referral Unit/After Hours Referral Unit Responsibilities:

NIHB's Transportation Referral Unit/After Hours Referral Unit will:

- 4.1 Approve and provide authorization numbers for meals and accommodation for Clients and, if applicable, escorts;
- 4.2 Share only information regarding client's needs necessary for the performance of the Work (i.e. transportation requirements, diets, fasting, appointments, travel arrangements, etc.);
- 4.3 Provide approval and authorization where an extension in the length of stay has been approved.

5 Contractor's Responsibilities

The Contractor will ensure the appropriate placement of Clients, ensure applicable documentation is completed and forwarded to the appropriate locations in accordance with Annex "A", Appendices 1 and 2 and ensure the personal information and all other confidential information provided by Canada is handled in accordance with the terms and conditions of the Contract.

The Contractor will provide the services as identified in this Statement of Work, including but not limited to the following:

- 5.1 Keep the facility open 24 hours/7 days a week and receive all Clients and escorts, if applicable, as approved by NIHB;
- 5.2 Ensure that the Contractor's staff are available 24 hrs/7 days a week to receive and assist Clients (which includes providing meals, cleaning the facility, and acting as a client liaison with the NIHB Transportation Referral Unit/After Hours Referral Unit, transportation providers and health providers), manage incoming telephone calls and faxes, receive and send mail and receive, send and track couriered items. There is to be at minimum one phone line dedicated for business use only;
- 5.3 Provide follow up information (i.e. appointments, etc.) to NIHB Transportation Referral Unit/After Hours Referral Unit, when received from Clients. Provide travel information to client when received from NIHB Transportation Referral Unit/After Hours Referral Unit (i.e. bus/flight details, in-city transportation pick-up time etc.).
- 5.4 Advise the NIHB Transportation Referral Unit/After Hours Referral Unit when the facility has reached its capacity;
- 5.5 Have in place Policies and Procedures which provide direction and clarification to the Contractor's staff, Clients and escorts as to how each of the following situations will be handled. These are to be provided to the client during the orientation:
 - a) Admission Policy: To ensure the appropriate placement of Clients, ensure adequate documentation, and ensure the rights of Clients are respected.
 - b) Issues/Concerns Policy: A means for which to deal with concerns or disputes involving a client, a group of Clients, the staff or the operator regarding feelings of injustice or unfairness which may give cause for complaint from the client.

c) Emergency Procedure/Policy: Procedure to follow in case of emergency involving a client

5.6 Have a system in order to track client arrival and departure at facility. The information captured by the system will include all of the data elements of Annex "A", Appendix 1, Daily Registration and must be kept confidential in accordance with the terms and conditions of the Contract. Any special requirements that a client may have, such as diet and mobility restrictions, should be included in the system information.

5.7 Assign Clients to their room upon the client's arrival at the facility or as soon as possible.

Note - Client is not considered checked in until assigned into a room and their room is available.

5.8 Provide an orientation to Clients within two hours of their arrival at the facility, identifying fire exit routes and emergency procedures, who to speak to if not feeling well or other needs arise, rules and regulations of the facility, location of services within facility, hours of meals, safekeeping procedure and services offered. Promote a drug and alcohol free environment. Consequences of these substances/activities being brought into / occurring on the premise must be clearly stated and posted.

5.9 Provide each child from under two (2) years of age with:

- a) cribs and/or playpens and appropriate bedding, that are CSA approved and meet Health Protection Branch specifications;
- b) disposable diapers and disposable bottles (not be reused), as needed, for newborns and toddlers; and
- c) highchairs which are CSA approved and have functioning restraints.

5.10 Ensure that as a minimum liquid soap and paper towels are provided in common washrooms and shared facilities space.

5.11 Ensure each client and escort has clean bed linen, bath towels, hand towels and face cloth (minimum of one item each per person);

5.12 Maintain cleanliness and orderliness of the facility by maintaining clean floors, walls, windows, bathrooms, linens, i.e. free from grime and dirt; orderliness: space to be free of obstacles that would hinder movement or put Clients at risk; beds are made up daily; dishes are put away; furniture is arranged to ensure easy access for Clients;

5.13 Rooms must be cleaned on a daily basis and between client stays.

5.14 Ensure communication between shift changes including information on arrivals, departures, vacancies, fasting instructions for Clients, etc..

5.15 **Confidentiality**: All Personal Information exchanged between the Contractor and HC must be handled sensitively and marked as "confidential".

6. Reports and Deliverables

The Contractor will fax to the NIHB Transportation Referral Unit:

6.1 A daily report of client activity must be faxed no later than 8:00 a.m. (see Annex "A", Appendix 1). The report must include:

- a) the client and escort (if applicable) name, treaty number, check in and check out date and time, authorization number, and the length of stay prior authorized by NIHB and general comments;
- b) situations where a client did not return to the facility ("no-shows");
- c) any information regarding follow-up or new appointments received from the client;
- d) any hospital admission information received from the client;
- e) unusual occurrence reports for incidents such as; accidents, fires, crime damage, unacceptable behaviour by Clients or others (i.e. transportation services), any events of significance that should be brought to the attention of the NIHB Transportation Referral Unit, any involvement of agencies such as police, child and family services, etc.

6.2 One original copy of the Invoice must be provided no later than the fifth working day of each month. Boarding Homes must submit a report even if there has been no use within the month period. These reports must be marked as "NIL".

6.3 All daily and month end reports must be treated as "Confidential" and in accordance with the terms and conditions of the Contract.

7. Facility Inspections

Representative of Canada (NIHB & PWGSC) RESERVES THE RIGHT TO conduct random unannounced inspections of the facility to ensure all criteria identified in the Statement of Work and the Bidders Proposal are adhered to at all times. In the event that a deficiency is identified, the Contractor will have five (5) calendar days from the date of written notification from the Project Authority to rectify the situation before new Clients are referred to the facility.

8. Facility and Facility Standards

8.1 The Contractor must have the appropriate licensing and regulations in place from the City of Winnipeg, in the Province of Manitoba, as required. The Contractor must comply with all regulations for the operation of a facility of this type, including any and all requirements for fire and safety regulations and public health regulations and carry applicable insurance. The facility must meet Workplace, Health and Safety standards. Upon request, the Contractor must provide a copy of any such permit, license or certificate to Canada.

8.2 Map of fire exits must be available for Clients to view. The maps must be posted in common areas such as lounges, client phone area, dining area and as required in bedrooms.

8.3 The main entrance to the facility must be kept locked, at least during off hours, as applicable. All other doors are to be kept locked 24 hours per day and are to be set as emergency exits only. These

doors must be alarmed 24 hours per day. Appropriate signage is necessary on these doors warning Clients that the doors are emergency exits only and that they are alarmed.

8.4 The facility must be wheelchair accessible for all common areas and entrances, as per fire regulations.

8.5 The facility must have a minimum ten (10) % of sleeping rooms/bedrooms that are wheelchair accessible (including washrooms).-

8.6 The entire facility must be non smoking.

8.7 Promote a drug and alcohol free environment.

8.8 The Contractor must provide access to safekeeping of valuables including medications.

8.9 The Contractor must provide safe and secure storage for bags and personal belongings for up to 50% of the facility's occupancy capacity. This storage is to be accessible by staff only.

8.10 A laundry facility must be available for Clients to use. Machines (washers and dryers) may be coin-operated.

8.11 Ensure a first aid kit is available and fully stocked at all times in accordance with the Manitoba Workplace Safety and Health Act and Regulations;

8.12 Health Professional Meeting Room:

Upon request from the Transportation Referral Unit/After Hours Referral Unit, the contractor must make available a secure wheelchair accessible meeting room, preferably visible to staff, for the purpose of client meetings with FNIHB Mental Health Therapists. The room is to be made available for a period of up to 2 hours and able to comfortably accommodate four (4) people with proper seating at no extra charge.

9. Reception/Waiting Area

9.1 Reception/Waiting areas must be large enough to accommodate persons and luggage during check in and have comfortable seating. In the event that there are numerous Clients checking in at one time and not enough seating, Clients must be made comfortable in the lounge area while waiting.

10. Lounge Area

The lounge area must be:

10.1 Large enough to hold a minimum of half of total occupancy volume comfortably at one time;

10.2 Available for use by Clients who are attending appointments and returning home the same day; (Refer to Annex A – Statement of Work Section 14 “Meals and Common Areas Access With No Stay or Outside 24 Hour Stay”)

- 10.3 Have seating available i.e. couches, love seats and arm chair recliners;
- 10.4 Have an operational TV, and VCR/DVD player;
- 10.5 Provide access to, at minimum, one washroom which is wheelchair accessible, as well as equipped with a sink, toilet and baby change area and in close proximity to the lounge area; and
- 10.6 Have pay phones or phones for client/escort use.

11. Elevator(s)

- 11.1 There must be an elevator which provides access to all common areas and wheelchair accessible bedrooms, if these areas are not located on the ground floor.

12. Bedrooms

The sleeping/bedrooms must meet the following requirements:

- 12.1 At least 75% of rooms must be single or double occupancy. Single occupancy room will have one bed and double occupancy room will have two beds;
- 12.2 Rooms must be large enough to accommodate bed(s), one to two chair(s) and a dresser (or equivalent).
- 12.3 Rooms must have operational heating/cooling systems;
- 12.4 Rooms must have closet space or equivalent;
- 12.5 Rooms must have doors that will lock and provide privacy and security. A master key to all rooms must be accessible to staff in case of emergency; and
- 12.6 CSA approved cribs/playpens and appropriate bedding must be provided for all children under the age of two (2) years, as required, at no extra cost
- 12.7 Rooms must not be assigned to anyone under 18, unless an Escort is in the room with them.

Note - No bunk beds or cots are permitted for authorized Clients/Escorts.

12.8 Bed Assignment:

- 12.8.1 Single Adult (Over 18 Years) or Escort – must be provided a single bed. (Escort must be 18 years of age and over.)

12.8.2 When a Client has an authorized Escort, the Client/Escort will identify preference whether a bed will be shared or two separate beds will be required. This should be clarified with Client/Escort at time of booking, when possible, or upon arrival at the facility, prior to check-in, to ensure bed availability.

12.8.3 Infant Client with Escort – Infant must be provided with a CSA approved crib/playpen and appropriate bedding meeting Health Protection Branch specifications. Escort must be provided a single bed.

12.8.4 Child Client with Escort – Child and Escort must be provided choice of either two (2) single beds or one (1) Double bed.

12.8.5 Adult Client with Escort – Client 10 Years & Over and Escort must be provided choice of either two (2) single beds or one (1) double bed.

12.8.6 Any upgrade to the bed size may be offered to the Client and/or Escort at the facility's discretion, at no additional cost.

13. **Escort Accommodation Special Consideration**

When a Client and Escort are authorized at the facility and the Client is subsequently admitted to hospital, billing for the Client would cease upon hospital admission but billing may continue, if authorized, for the Escort. As the Escort would no longer be considered a second person in the room, billing for the Escort may now be charged at the full "Adult Client" rate. Anytime there is a change in the status of the Client and/or Escort, the boarding home must inform and request authorization from the Transportation Referral Unit/After Hours Referral Unit.

14. **Extended Stay Accommodation**

Sleeping/bedrooms required for extended stays must meet the following requirements:

14.1 Each room must have bed(s), one to two chair(s), a dresser (or equivalent) and wheelchair accessibility, if required by client's needs. Must have a private washroom with sink, tub and/or shower, toilet and safety bars;

14.2 Rooms must have closet space or equivalent;

14.3 Bed linen must be changed at least once a week and clean towels provided every two days. Refer to Sub-article 5.15;

14.4 Rooms must have operational heating/cooling systems;

14.5 Rooms must have doors that will lock and provide privacy and security. A master key to all rooms must be accessible to staff in case of emergency; and

14.6 Cribs, playpens and appropriate bedding must be available for all children under the age of two (2) years as needed and provided at no extra cost. (cribs/playpens must be CSA approved).

15. **Meals and Common Areas Access With No Stay or Outside 24 Hour Stay**

15.1 No Stay: Refers to a Client and Escort (if applicable) requiring short term placement when a room is not medically required. In these situations, clients will be charged only for meals consumed. The clients will still require access to all common areas. (i.e. Check-in time is 14:00 and check-out time is 18:00, a bedroom is not required so Client is eligible for supper and access to all common areas. Eligible billing would be 1 supper, if consumed)

15.2 Outside 24 Hour Stay: Refers to a Client and Escort (if applicable) requiring further short term placement in addition to an authorized 24 Hour Stay. During the short term period, outside of the 24 Hour Stay, a room is not medically required so they will be charged only for meals consumed; however they will require access to all common areas. (i.e. Check-in time is 10:00 a.m. Day 1 and check-out time is 13:00 on Day 2. A bedroom is required during the 24 Hour Stay from 10:00 a.m. Day 1 until 10:00 a.m.

Day 2. During the period of time from 10:00 a.m. – 13:00 on Day 2, a bedroom is not medically required so Client is eligible for lunch and access to all common areas. Eligible billing would be for (1) 24 Hour Stay and (1) additional lunch, if consumed.)

16. Dining Room

16.1 Dining room must accommodate 75% of the facility's occupancy capacity at one sitting. Dining room must be open for seating from 06:00 to 21:00 at a minimum.

17. Food Preparation Area

The food preparation area must meet the following requirements:

- 17.1 Meets public health standards;
- 17.2 Maintain cleanliness and in order;
- 17.3 All food handlers working in the food preparation area must have an appropriate food handler's certificate.

18. Food/Meals

Meal serving times must be posted for Clients/Escorts and each meal must be available for a minimum period of 2 hours.

The Contractor must:

- 18.1 Provide a variety of nutritional meals reflective of heart smart, diabetes and renal deficiencies diets and the Canada Food Guide;
- 18.2 Provide a nutritional meal for client arriving to the facility after 2100 hrs such as, but not limited to a sandwich, fruit and juice/milk;
- 18.3 Provide a small nutritional snack for client with medical conditions, such as diabetes, renal deficiencies, pre/post natal Clients, throughout the day and evening. This snack should consist of, but not be limited to, seasonal fruit, yogurt, toast, etc.;
- 18.4 Provide a nutritional bag lunch for Clients and escorts (if applicable) who are required to be away from the boarding room over meal hours or leaving the facility and in transit for more than 6 hours. The lunch should include items such as, but not limited to, a sandwich, fruit and juice/milk;
- 18.5 Provide for each child under two (2) years of age with formula including Enfalac, Similac and other equivalent formula as required and baby foods and juices to meet dietary requirements. Formula provided must be consistent with what child is currently receiving;
- 18.6 For each meal provided, at least two food options must be available.

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18.7 In situations when a Client/Escort may be absent from the facility during the regular meal serving times, provide a nutritional bag lunch (see 18.4 above) or set aside the standard meal(s) for the Client/Escort to be reheated and consumed upon their return.

Appendix "A1" - Daily Registration Report - see attached PDF document

Appendix "A2" - Month End Report - see attached PDF document

Appendix "A3" - Monthly Invoice - Example attached

ANNEX B**BASIS OF PAYMENT****1. INSTRUCTIONS**

- 1.1 It is **MANDATORY** that bidders submit firm all inclusive rates for the period of the proposed contract and option years in the following pricing schedules.
- 1.2 Should there be an error in the extended pricing of the bid, the unit pricing will prevail and the extended pricing will be corrected in the evaluation.
- 1.3 GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.
- 1.4 The quantities and estimates specified below are provided for evaluation purposes only.
- 1.5 Annex "B" Appendix B1, Financial Evaluation Example, provides an example of how the financial Evaluation will be performed.
- 1.6 Bidders **MUST** provide rates for all categories and every year in table 2.A below.

2. PRICING SCHEDULESA. All Inclusive 24-hour Stay Rates

The contractor will be paid the following firm all-inclusive rates, including, but not limited to, a bed, access to common areas, and all meals and snacks, for a client stay of 24 hours, as per the Statement of Work at Annex A.

- Contract Year 1 - Award Date to March 31, 2015
 Contract Year 2 - April 01, 2015 to March 31, 2016
 Contract Year 3 - April 01, 2016 to March 31, 2017
 Option Year 1 - April 01, 2017 to March 31, 2018
 Option Year 2 - April 01, 2018 to March 31, 2019

		A	B	C	D	E	F	G	H
	Client Age Category	Contract YR 1	Contract YR 2	Contract YR 3	Option YR 1	Option YR 2	Total of Columns A+B+C+ D+E	Est. % of Usage	Rate for Eval
1	Infant Under 2 Years	\$	\$	\$	\$	\$	\$	5%	\$
2	Child 2-9 Years	\$	\$	\$	\$	\$	\$	10%	\$
3	Adult 10 Years & Over	\$	\$	\$	\$	\$	\$	50%	\$
4	Escort 18 Years & Over	\$	\$	\$	\$	\$	\$	35%	\$
5.							Total Evaluated Rate		\$

Financial Evaluation for each bidder will be calculated as follows:

1. $1A+1B+1C+1D+1E = 1F * 1G = 1H$
2. $2A+2B+2C+2D+2E = 2F * 2G = 2H$
3. $3A+3B+3C+3D+3E = 3F * 3G = 3H$
4. $4A+4B+4C+4D+4E = 4F * 4G = 4H$
5. $1H + 2H + 3H + 4H = 5H$ Total Evaluated Rate

B. Extended Stay (Note - This portion will not be included in the financial evaluation)

The Contractor will provide the following discounts off the all inclusive 24 hour rates as indicated in Item A.

	% Discount for Extended Stay Over 30 Days
Infant Under 2 Years	%
Child 2-9 Years	%
Adult 10 Years & Over	%
Escort 18 Years & Over	%

C. Meals and Common Areas Access With "No Stay" or "Outside 24 Hour Stay"

The Contractor will be reimbursed the following firm all-inclusive rates for meals (snacks included at no charge) in accordance with the current Health Canada NIHB National Directive for meals in Manitoba

Breakfast \$ 8.00 + GST
 Lunch \$10.00 + GST
 Supper \$15.00 + GST.

Individual contracts will be amended to reflect any changes in the National Directive accordingly.

NOTE: Canada retains the right to audit the meal plans for nutritional value and quality at any time throughout the contract period. Meal plans must retain the same level of quality as the sample menu provided for bid evaluation.

The Contractor must address any deficiencies identified by Health Canada.

APPENDIX B1

FINANCIAL EVALUATION EXAMPLE

1. NOTE: Bidder XYZ is provided as an example and all rates are provided as an example only and are not reflective of actual rates.

A. All Inclusive 24-hour Stay Rates - BIDDER 1 - XYZ

		A	B	C	D	E	F	G	H
	Client Age Category	Contract YR 1	Contract YR 2	Contract YR 3	Option YR 1	Option YR 2	Total Contract Plus Option Years	Est. % of Usage	Rate for Eval
1	Infant Under 2 Years	\$15.00	\$15.25	\$15.50	\$15.75	\$16.00	\$77.50	5%	\$3.88
2	Child 2-9 Years	\$20.00	\$21.00	\$21.00	\$22.00	\$22.00	\$106.00	10%	\$10.60
3	Adult 10 Years & Over	\$30.00	\$30.00	\$30.00	\$31.00	\$31.00	\$152.00	50%	\$76.00
4	Escort 18 Years & Over	\$30.00	\$30.50	\$30.75	\$31.00	\$31.50	\$153.75	35%	\$53.81
5. Total Evaluated Rate									\$144.29

2. To determine the average evaluated rate, each bidders Total Evaluated rate will be added together and divided by the number of bidders =

- Bidder No. 1 - \$144.29
- Bidder No. 2 - \$100.45
- Bidder No. 3 - \$200.00
- Bidder No. 4 - \$300.02* not successful
- Bidder No. 5 - \$175.00

Total \$919.76 divided by 5 = \$183.95

3. As per the Basis of Selection at Part 4, Article 2.1d, to be responsive, a bid must not exceed 25% of the average evaluated rate of all responsive bidders. In this case, the financial evaluation threshold rate is calculated as follows:

$\$183.95 \times 1.25 = \229.94 Financial Evaluation Threshold

4. In this example, any bids exceeding the financial evaluation threshold of \$229.94 will not be successful in receiving a contract.

Bidder No. 1, 2, 3 and 5 would be considered for Contract Award; however, Bidder No. 4 exceeds 25% of the average of all bids and therefore would not be successful.

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(see attached)

ANNEX D FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [HRSDC-Labour's website](#).

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.
- OR**
- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed Annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX E**INSURANCE REQUIREMENTS****1. Commercial General Liability Insurance**

1.1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

1.2. The Commercial General Liability policy must include the following:

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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ANNEX F**Task Authorization Form**

Task Authorization Approval Form						
Task Authorization Order No.:				Date:		
Services For:				Supplier Information:		
Contact Information						
Contracting Officer:				Supplier Contact:		
Telephone:				Telephone:		
Project Officer:						
Telephone:						
Contract No.:				Delivery Date:		FOB:
Terms: Please refer to the Contract for complete Terms and Conditions						
1.0 Description of Tasks to be Performed						
2.0 Period of Services						
Start Date:				End Date:		
3.0 Location:						
4.0 Costs:						
Item No.	Category of Personnel / Item Description	Unit of Issue	No. of Days/ Quantity	Per Diem Rate/ Unit Price	Extended Price	
				Subtotal		
				GST/HST		
				TOTAL		
5.0 Authorities						
Authorization: This form must contain the signature of both the Contractor and the appropriate Project Authority in order for this Task Authorization to be valid. The services detailed under this Task Authorization must be identified on the supporting Contract. Services are not to be provided prior to the completion and signature of this form. Contact the Contracting Officer for more information.						
Supplier:						
_____				_____		
Signature				Date		
Project Authority:						
___ I approve this Task Authorization						
___ I do not approve this Task Authorization for the following reason(s): _____						

Pursuant to subsection 32 (1) of the Financial Administration Act, funds are available.						
_____				_____		
Signature				Date		

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ANNEX G

Task Authorization Usage Report

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 April	January 01	April 30
15 July	May 01	August 31
15 October	September 01	December 31

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

tammy.kozak@pwgsc.gc.ca

ANNEX H

EVALUATION CRITERIA

A) Mandatory Requirements:

Bids will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bids must clearly demonstrate that they meet all Mandatory Requirements for the bid to be considered for further evaluation. Bids not meeting the mandatory criteria will be excluded from further consideration.

1. Bidder's must include the following table in their Technical Bid, indicating whether or not they meet the mandatory criteria, and providing the bid page number or section that contains information to verify that the criteria has been met.
2. The following documents **MUST BE PROVIDED** by bidders to meet the mandatory technical criteria. These documents may be further evaluated in the point rated section.
3. Canada **WILL** conduct a site visit of the lowest compliant bidders to confirm the facilities meet the mandatory criteria **PRIOR TO CONTRACT AWARD**.

Item	Mandatory Criteria	MET	NOT MET	Ref. Pg #
M1	Indicate number of beds at facility: _____. Bidders must offer a facility with a minimum of 10 beds.			
M2	Indicate number of wheelchair accessible rooms which also have a wheelchair accessible bathroom: _____. Bidders must offer a facility with a minimum 10% of sleeping rooms/bedrooms that are wheelchair accessible (including washrooms).			
M3	Indicate total number of rooms: _____. Indicate total <u>combined number</u> of BOTH single and double occupancy rooms: _____. Bidders must offer a facility in which at least 75% of sleeping rooms/bedrooms are either single or double occupancy.)			
M4	All sleeping rooms/bedrooms must have lockable doors for privacy and security.			
M5	Bidders must offer a facility with a dining room that can accommodate at least 75% of the facility's occupancy capacity at one sitting. Demonstrate ability by indicating: Dining room capacity: _____ people. Facility occupancy capacity: _____ people.			
M6	Main entrance must be locked, at least during off hours, and all other entrances locked 24/7, alarmed and marked as "emergency exits".			
M7	Facility must have laundry services available for Client use on premises.			

M8	Bidder must make available a secure meeting room, preferably visible to staff, for the purpose of Client meetings with FNIHB Mental Health Therapists. The room must be able to comfortably accommodate up to four (4) people.			
M9	Experience - Manager The Bidder must provide the name and résumé of the Manager, which must detail how the following experience has been met, including a summary of the applicable job description, roles and responsibilities: <ul style="list-style-type: none"> • Manager must have at least one (1) year experience in a related industry (i.e. Nursing home, hotel, restaurant, bed & breakfast etc.). Rated in R1.1			
M10	Experience - Owner The Bidder must provide the name and résumé of the Owner, which must detail how the following experience has been met, including a summary of the applicable job description, roles and responsibilities; <ul style="list-style-type: none"> • Owner must have at least one (1) year experience in a related industry (i.e. Nursing home, hotel, restaurant, bed & breakfast etc.). 			
M11	The Bidder must provide a written summary describing any experience the Manager and Owner have working with Aboriginal people. Please be specific and provide the employer name and job title that applies to each experience mentioned. Related experiences may include but are not limited to; <ul style="list-style-type: none"> • Working knowledge and understanding of Aboriginal Culture; • Working with Residential School Survivors; • Working with Northern Communities; • Working with Aboriginal Elders and Spiritual Advisors; • Working with Aboriginal Organizations and Leaders; • Or other applicable experience. Rated in R1.2			
M12	The Bidder must provide the name and résumé of a minimum of 5 current/proposed staff (up to a maximum of 10 for the purpose of this process), which must detail each staff members previous experience working in a boarding home or related industry (i.e. Nursing home, hotel, restaurant, bed & breakfast etc.) and must include specific business names, locations and timelines. Rated in R1.3			
M13	Bidder must provide copies of the following policies: a) Check-in/Check-out Procedures/Policy: Please include information detailing the check-in and check-out process (i.e. order of process, how to deal with large groups, what if a queue has formed, greeting Clients, service standards, who provides orientation? when? Etc.). Rated in R2. b) Issues/Concerns Policy: A means for which to deal with concerns or disputes involving a Client, a group of Clients, the staff or the operator			

	<p>regarding feelings of injustice or unfairness which may give cause for complaint from the Client. Rated in R2.2</p> <p>c) Emergency Procedure/Policy: Procedure to follow in case of Client medical/personal emergency (i.e. emergency contact list, who will assist? Is there a manual for staff to follow? Etc.). Rated in R2.3</p> <p>d) Orientation: Summary of the material provided/discussed with Clients during the orientation required to occur within 2 hours of Client's arrival at the facility. Rated in R2.4</p> <p>E) Confidentiality/Privacy Policy: Please include information detailing how and when information will be collected and the processes/procedures in place to ensure Client confidentiality and privacy are maintained. Also include a copy of the draft "Statement of Confidentiality" which is to be signed by all staff and kept on their personal file. Rated in R2.5</p>			
Bidders must confirm their understanding of full scope of work as indicated in Annex A - Statement of Work and indicate their ability to perform the work				
M14	Bidders must have the ability to perform the full scope of work as identified in Annex A - Statement of Work. Indicate YES or NO	YES	or	NO

B) Point Rated Technical and Managerial Criteria:

1. Technical and Managerial Bids meeting all mandatory criteria at bid closing (Part 4, Article 1) and mandatory requirements as identified in Annex "A", Statement of Work will be evaluated on the following point rated evaluation criteria.

2. The maximum score for the Technical and Managerial Bid is 225 points.

3. Bidders MUST clearly demonstrate in their bid how they will meet the following Point-Rated Criteria:

Item	Point Rated Criteria	Max. Points										
	Rate Policies Provided in Mandatory Section											
R1	EXPERIENCE											
	<p>1.1 Experience Managing a Related Facility - The Manager will be evaluated based on the number of years of experience they have managing a boarding home or related industry (i.e. nursing home, hotel bed and breakfast etc.). When providing experience levels, specific facility names and locations must be included. The Manager will be scored against the following rating scale:</p> <p>Years Experience:</p> <table data-bbox="297 1083 597 1234"> <tr> <td>>5 years</td> <td>20 points</td> </tr> <tr> <td>4-5 years</td> <td>18 points</td> </tr> <tr> <td>3-4 years</td> <td>16 points</td> </tr> <tr> <td>2-3 years</td> <td>14 points</td> </tr> <tr> <td>1-2 years</td> <td>12 points</td> </tr> </table>	>5 years	20 points	4-5 years	18 points	3-4 years	16 points	2-3 years	14 points	1-2 years	12 points	/20
>5 years	20 points											
4-5 years	18 points											
3-4 years	16 points											
2-3 years	14 points											
1-2 years	12 points											
	<p>1.2 Experience Working With Aboriginal Clients – The Manager and Owner will be evaluated based on the extent of experience each has working with First Nations, Métis or Inuit Communities and/or organizations. Their individual scores will be combined and averaged to determine the overall score. The Owner and Manager will be individually scored against the following rating scale:</p> <p>Bidder should provide a detailed written summary describing their experience with the following; (maximum 4 points for each point below to a maximum total of 20)</p> <ul data-bbox="347 1543 1105 1732" style="list-style-type: none"> • Working knowledge and understanding of Aboriginal Culture. • Working with Residential School Survivors • Working with Northern Communities • Working with Aboriginal Elders and Spiritual Advisors • Working with Aboriginal Organizations and Leaders • Other applicable experience <p>Example: Owner receives 18 points and the Manager receives 12 points</p> <p>$(18+12)/2 = 15$ total score</p>	/20										

	<p>1.3 Staff Experience - A minimum of 5 proposed staff (up to a maximum of 10 to be used in rating calculation), NOT including cleaning and cooking staff, will be evaluated using the following rating scale and an overall score will be determined by averaging the scores.</p> <p>Bidders will be evaluated based on the actual number of staff proposed (5-10) and the number of years of experience they each have working in a boarding home or related industry (i.e. nursing home, hotel, restaurant, bed and breakfast etc.). When providing experience levels, specific previous employers must be provided (i.e. boarding home or hotel name and location). Staff will be individually scored against the following rating scale:</p> <p>Rating:</p> <table border="0"> <tr> <td>>5 years</td> <td>20 points</td> </tr> <tr> <td>4-5 years</td> <td>18 points</td> </tr> <tr> <td>3-4 years</td> <td>16 points</td> </tr> <tr> <td>2-3 years</td> <td>14 points</td> </tr> <tr> <td>1-2 years</td> <td>12 points</td> </tr> <tr> <td>6 mths-1 yr</td> <td>10 points</td> </tr> <tr> <td><6 months</td> <td>8 points</td> </tr> </table> <p>Example:</p> <p>Bidder ABC has 8 staff as follows:</p> <p>2 staff receive 20 points, 2 staff receive 18 points, 2 staff receive 16 points and 2 staff receive 8 points $(20+20+18+18+16+16+10+10)/8 = 16$ total score</p>	>5 years	20 points	4-5 years	18 points	3-4 years	16 points	2-3 years	14 points	1-2 years	12 points	6 mths-1 yr	10 points	<6 months	8 points	/20
>5 years	20 points															
4-5 years	18 points															
3-4 years	16 points															
2-3 years	14 points															
1-2 years	12 points															
6 mths-1 yr	10 points															
<6 months	8 points															
	<p>1.4 Staff Training</p> <p>Indicate the number of staff trained in First Aid/CPR:</p> <p>_____ # of staff</p> <p>Provide the names and expiration date of their certification.</p> <p>Bids will be rated as follows:</p> <p>Two (2) points assigned for each staff member trained in First Aid/CPR, up to a maximum of 10 points.</p>	/10														
R2	<p>POLICIES AND PROCEDURES – Bidder must describe in detail the policies implemented in the facility regarding each specific area of concern listed below (corresponds to procedures/plans requested in section M13 of Evaluation Criteria).</p> <p>Bids will be rated using the following scale;</p> <p>Very Good - Bid outlines policies/procedures in great detail</p>	8-10 points														

	<p>and demonstrates a clear understanding of the possible areas of concern related to the specific issue/situation with logical solutions.</p> <p>Good - Bid outlines policies/procedures in sufficient detail and demonstrates a general understanding of the possible areas of concern related to the specific issue/situation with logical solutions. 5-7 points</p> <p>Fair - Bid outlines policies/procedures with minimal detail and demonstrates limited understanding of the possible areas of concern related to the specific issue/situation with ineffective solutions. 0-4 points</p> <p>*Each of the five (5) plans will be rated individually on a scale up to a maximum of ten (10) points.</p>	
	2.1 – Check-in/Check-out Procedures	/10
	2.2 – Client Complaints/Issues/Concerns	/10
	2.3 – Client Medical/Personal Emergencies	/10
	2.4 – Orientation Plan for Clients on Arrival	/10
	2.5 – Confidentiality Plan and Draft Statement of Confidentiality for Staff	/10
R3	CLIENT SERVICE	
	<p>3.1 Environment</p> <p>Bidders are required to provide an environment that is inviting and comfortable for Clients, is able to meet Client needs, culturally appropriate and ultimately becomes a preferred location to our Clients. Describe in detail how you will provide this environment, how you anticipate the Client will benefit from the service provided and specific plans to ensure staff is willing and able to fulfill your plan.</p> <p>Bid will be scored against the following rating scale;</p> <p>Very Good - Logical approach that ensures maximum assistance to Clients in a caring and comforting environment. Majority of aspects detailed enhance the Client experience and would be of benefit to our Clients in a culturally appropriate manner. 16-20 points</p> <p>Good - Most planned aspects detailed enhance the Client experience with one or more minor omissions that would not necessarily be detrimental to Clients but may limit the level of Client enjoyment and subsequent repeat visits. 11-15 points</p> <p>Fair - Approach lacking in multiple minor areas and one or more major area, resulting in inadequate assistance provided. Likelihood that Clients would not feel welcome or culturally accepted. 0-10 points</p>	/20
	<p>3.2 Communication</p> <p>Identify the policies/procedures that will be used to ensure efficient communication. Describe communication strategies involving:</p> <p>1) Clients - For example, the Client is not adhering to policies, procedures and/or transportation instructions.</p> <p>2) In-city transportation providers – For example, you have some construction on site and have limited access by vehicle.</p>	/20

	<p>3) The FNIHB Transportation Referral Unit/After Hours Referral Unit – For example, the Client has provided some important information concerning a need to remain for further medical care.</p> <p>4) The transfer of information during staff shift changes – For example, a Client has informed staff of a serious food allergy.</p> <p>Maximum 5 points for each item above to a maximum total points of 20 Bids will be scored against the following rating scale:</p> <p>Very Good - Detailed procedures in place to deal with various situations in varying degrees of urgency. All aspects of communication considered to ensure Client safety, respectful/fair treatment and logical methodology. 4-5 points</p> <p>Good - Basic procedures in place to deal with situations. Majority of aspects of communication considered with no impact to Client safety but may involve one or more minor omissions related to respectful/fair treatment and logical methodology. 2-3 points</p> <p>Fair - Little or no procedures in place to deal with escalating severity of a situation. Minor or major omissions resulting in possibility of Client harm and multiple omissions related to respectful/fair treatment and some aspects of methodology illogical. 0-1 points</p>											
R4	FACILITY											
	<p>4.1 Location The proximity of the proposed facility to the Health Sciences Centre (HSC).</p> <p>Rating;</p> <p>Distance from HSC</p> <table border="0"> <tr> <td><5 km</td> <td>15 points</td> </tr> <tr> <td>5-10 km</td> <td>10 points</td> </tr> <tr> <td>>10 km</td> <td>5 points</td> </tr> </table>	<5 km	15 points	5-10 km	10 points	>10 km	5 points	/15				
<5 km	15 points											
5-10 km	10 points											
>10 km	5 points											
	<p>4.2 Capacity The number of Clients the facility can accommodate in one day in accordance with Annex A - Statement of Work.</p> <p>Rating:</p> <p>Total number of Clients and/or escorts:</p> <table border="0"> <tr> <td>>30 people</td> <td>30 points</td> </tr> <tr> <td>25-29 people</td> <td>25 points</td> </tr> <tr> <td>20-24 people</td> <td>20 points</td> </tr> <tr> <td>15-19 people</td> <td>15 points</td> </tr> <tr> <td>10-14 people</td> <td>10 points</td> </tr> </table>	>30 people	30 points	25-29 people	25 points	20-24 people	20 points	15-19 people	15 points	10-14 people	10 points	/30
>30 people	30 points											
25-29 people	25 points											
20-24 people	20 points											
15-19 people	15 points											
10-14 people	10 points											
	<p>4.3 Menu Bidders must identify a one (1) week sample menu (including snacks) in accordance with the Canada Food Guide.</p> <ul style="list-style-type: none"> • Bidders must identify at least two food options per meal for every meal 	/20										

	<ul style="list-style-type: none"> • Include food options per meal for Clients who may have special diets such as 1) diabetes, 2) renal deficiencies and 3) heart smart. • Also identify two bag lunch options for Clients. <p>Rating:</p> <p>2 or more food options will be provided per meal. 16-20 points All major dietary concerns addressed. No major deficiencies related to the Canada Food Guide recommendations.</p> <p>2 or more food options will be provided per meal. 11-15 points Most major dietary concerns addressed. One or two minor deficiencies and no major deficiencies related to the Canada Food Guide recommendations.</p> <p>2 food options will be provided per meal. 0-10 points More than one major dietary concern omitted. Multiple minor deficiencies or one major deficiency related to the Canada Food Guide recommendations.</p>	
	TOTAL POINTS	

Total points available for B. POINT RATED TECHNICAL AND MANAGERIAL CRITERIA: 225

Pass mark required: 70 %

Overall Threshold - A bid receiving less than 70% of the available score (less than 157.5 points) will be deemed as non-responsive and will be given no further consideration.

C.) Facility Assessment

If the Bidder has been successful in the Point Rated Technical and Managerial Evaluation, representatives of Canada WILL conduct an assessment of the Bidder's facilities to confirm the facilities meet the mandatory criteria and accurately reflect the bidder's proposal. The Bidder agrees to make its facilities available for this Assessment.

Boarding Home Name
Boarding Home Address
Phone: (204)XXX-XXXX Fax: (204)XXX-XXXX
Contract #:
GST #:

Monthly Invoice

To: Accounts Verification Unit, NIHB Manitoba Region
First Nations and Inuit Health Branch
300-391 York Avenue
Winnipeg MB R3C 4W1

Pay: Registered Name
Address
Winnipeg MB
Postal Code

Billing Dates:

Day/Month/Year - Day/Month/Year

Sub Total :
GST:
Invoice Total:



Contract Number / Numéro du contrat H3551-13-2642
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Health Canada		2. Branch or Directorate / Direction générale ou Direction FNIHB MB
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail NIHB (MB) - Boarding Homes		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).